

# VITA

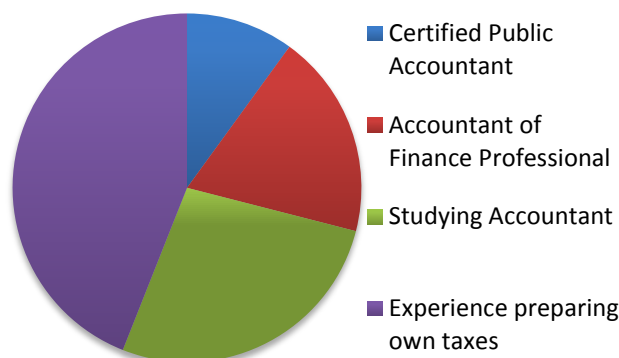
Volunteer Income Tax Assistance

***We cannot do this alone, WE NEED YOU!***

**Be Part of Something Big!**

VITA is an IRS-supported, free income tax preparation program for qualifying families throughout Tarrant County. In 2013, VITA volunteers prepared 4,352 returns, helping families receive millions of dollars in Earned Income Tax Credit, and begin a path toward financial stability!

## Who are VITA volunteers?



## BY THE NUMBERS - 2013

**\$8,702,432** total in returns.

**\$3.37 Million** in EITC dollars were earned.

**\$2,430,618** child tax credits earned.

VITA reaches thousands of individuals and families, saving them the cost of tax preparation and helping them claim all the tax credits for which they are eligible.

For more information or to get involved please visit [www.unitedwaytarrant.org/get-involved](http://www.unitedwaytarrant.org/get-involved)  
OR e-mail [VITA@unitedwaytarrant.org](mailto:VITA@unitedwaytarrant.org)

Here are five great ways you can get involved and  
**LIVE UNITED:**

### GREETERS

- Welcome taxpayers & oversee sign-in.
- Ensure families are directed to correct areas.

### INTAKE SPECIALIST

- Greet and Screen all taxpayers.
- Ensure that the taxpayer has necessary information and documentation required to complete tax return.
- Explain the VITA packet to each tax payer, assist them in completing information.

### TAX PREPARERS

- Participate in IRS tax training and complete certification.
- Prepare simple tax returns.
- Discuss the tax return with the taxpayer after quality review process is complete.

### INTERPRETERS

- Provide free interpretation and translation services to customers who are not fluent in English or may need assistance.
- Complete training for Interpreters.

### QUALITY REVIEWERS

- Individuals that have volunteered 50 hours or more with VITA or have tax preparation experience.
- Check completed tax form for errors.
- Circulate among tax preparation team to provide support and answer questions.
- Participate in IRS tax training and complete advanced level certification.